



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD  
**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
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**ARMY BULLETIN NO. 65**

**9 December 2003**

**ELECTRONIC W2 WAGE AND TAX STATEMENT**

1. Reference DFAS news press release dtd 29 Oct 03.
2. The Defense Finance and Accounting System (DFAS) has made a change in the delivery of Form W2, Wage and Tax Statement used to substantiate income for income tax purposes. This change applies to military personnel (not civilian DoD government employees) who are registered with the MyPay web site administered by DFAS ( [www.dfas.mil/mypay](http://www.dfas.mil/mypay) ). If you are a registered user, your W2 form will not be mailed to your home of record by DFAS but will be available for printing from the MyPay web site. This home or office printed W2 will be acceptable to the IRS, state and municipal tax agencies as evidence of earned income from your National Guard military service.
3. National Guardsmembers who are not registered with MyPay will receive a hard copy of the W2 in the mail.
  - d. If a National Guardsmember wishes to receive a hard copy W2 even though they are registered with MyPay, they may elect to have DFAS mail the hard copy form. To enable this, go to [WWW.DFAS.MIL/MYPAY](http://WWW.DFAS.MIL/MYPAY) , sign in, once the system accepts your sign in, on the Main Menu page, go down the right hand sub menu under "YOUR ARMY RESERVE COMPONENT PAY ACCOUNT" find the line " Turn On/Off Hard Copy of W2 ". Follow the prompts to enable the mailing of your W2 to your Home Of Record.
  - e. To insure that customers of MyPay receive either an electronic or a hard copy W2, changes to the MyPay web site will be frozen from 1 Dec 03 – 31 Jan 04 to keep changes from causing confusion in the electronic pay system.
  - f. The purpose of this change is to save costs from reduced printing and mailing.
  - g. As a reminder, the MyPay web site is not accessible by the USPFO Military Pay Section. Only users who registered with their SSN and received a Personal Identification Number (PIN) from MyPay can gain access.
  - h. If individuals have not received their W2 form by 25 Feb 04, they should contact their unit Readiness NCO who will forward a roster NLT 28 Feb 04, via TL, to the USPFO Mil Pay Section and Mil Pay Section will forward copies of the W2 to the unit.

## **2. Civilian Technician Leave and Earnings Statements (LES)-Hard Copy Format Change**

a. Reference ARNG DCPS Message 03-26, dtd 13 November 2003, Subject: Change to Department of Defense (DoD) Civilian Leave and Earnings Statement (LES), DFAS Form 1

b. Effective with pay period "C", 11 Jan 04 – 24 Jan 04, pay date 5 Feb 04 the hard copy LESs mailed to military technicians home of record will have the first five numbers of their social security number (SSN) masked. The last four of the SSN will be readable.

c. This change was due to the Civilian Pay Liaison Committee (CPLC) and Civilian Pay Operations Group (CPOG) members expressing security concerns over the SSN appearing on the hardcopy LES and the proliferation of identity theft.

d. The Defense Finance and Accounting Service (DFAS) - Arlington (headquarters) are encouraging their customers to "shut off" the hard copy LES option in MyPay. DFAS-Arlington is leading the way with an 87.3 percent participation rate of DFAS employees that "shut off" their hard copy LES. This focus is primarily due to the cost of printing and mailing LESs.

e. This change does not impact SSNs on LESs posted to the MyPay web site.

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